



**State Workforce Development Board  
Executive Committee Meeting Minutes  
Nashville, TN  
June 5, 2015  
8:30 – 11:30 am**

**Board Members Present:**

Nicole Austin  
Martha Axford  
Jerry Bush  
Arthur Cate  
Bruce Dotson  
Andre Fowlkes  
Ann Hatcher  
Betty Johnson  
Mary Jones  
Warren Logan  
Susan Lynn  
Susan MacArthur  
Ventrus Norfolk  
Mark Norris  
Greg Persinger  
Burns Phillips  
Stuart Price  
Bob Ravener  
Lottie Ryans  
Jan Williams  
James Williamson  
Sandra Woods  
Mayra Zimmer  
David Hayes  
Betty Johnson

**Board Members Present by Proxy:**

Randy Boyd (Ann Thompson)  
Raquel Hatter (Cherrell Campbell-Street)

**Members Absent:**

Rogers Anderson  
Timothy Burchfield  
Walter Butler  
Trudy Carson  
Echell Eady  
David Hayes  
Dick Manahan  
Chris Mason  
Candice McQueen (Nick Hansen)  
Jason Rich  
Yolanda Shields

**Staff Present:**

Ryan Allen  
John Alexander  
Jason Beard  
Nicholas Bishop  
Teresa Broome  
Mark Chandler

Dan Holton  
Briana Johnson  
Melinda Kelsey  
Regina King  
Lane Marks  
Selina Moore

Mike Daniels  
Linda Davis  
Leanne Durm  
Loleetha Gilbert  
Jack Greene  
Jeff Hentschel  
Ian Holt

Mike Needel  
James Roberson  
Gail Taylor  
Deniece Thomas  
Sterling van der Spuy  
Nina Webster  
Timothy Witt  
Karen Woosley

**Welcome:**

Chairman Bob Ravener welcomed the board members, state staff, LWIA staff, and guests. He announced that the meeting will cover the plans and steps for transition to WIOA. He also stated that the staff is working with the VOS system and new updates and will share more updates later in the meeting.

**Roll Call/Conflict of Interest Statement:**

Briana Johnson conducted the roll call and established the presence of a quorum. Ms. Johnson notified board members that Conflict of Interest, Acknowledgement /Disclosure, and Code of Ethics forms were on-site for review and updates.

**Approval of Minutes:**

Mr. Ravener asked for the minutes to be approved as written. Jan Williams made a motion to approve the minutes from the full board meeting on March 13, 2015. Senator Mark Norris seconded the motion. **Motion Passed.**

**Opening Remarks/Legislative Briefing:**

Burns Phillips, Commissioner of the Tennessee Department of Labor and Workforce Development, gave opening remarks and welcomed the new and existing members present and the workforce partners attending the meeting. He gave an overview of the department's Focus Group meetings and inclusion of all state partners. He also highlighted the Workforce Summit, hosted by the department in May 2015 and this meeting's importance of sharing the significant role that workforce development across the state. Lastly, he mentioned the integration of Workforce One Touch to streamline communications and services within the department and across the state with other departments and agencies.

**Workforce Services Update/WIOA Implementation:**

Workforce Services Administrator Sterling van der Spuy recognized the Regional Performance Specialist, Lane Kelly, to provide an update on the regional review of the division's performance data and provide updates on WIOA implementation. Much like all states and their staff, the regional staff has experienced some transition and combining of services, however, Ms. Kelly stressed the importance of communication, collaboration and sharing of resources. Regarding Data

Element Validation review, Ms. Kelly reported that TDLWD is well equipped to handle all of the changes over the past couple of years with the conversion to VOS. This shift in systems mirrors that of the regional office and is adequately prepared to manage the changes as a result of WIOA. Much like the previous communications received, Ms. Kelly welcomes and encourages all comments by the stated deadline regarding the Opportunity Act. The receipt and consideration of these comments will be extremely beneficial for the US Department of Labor and US Department of Education as each seek to develop a common language and system to best serve participants across the country. Three areas for which the departments hope to receive comments are as follows:

1. Ways to support the eligible training providers and meeting the performance reporting requirements
2. How to make the reports the useful tool for WIOA participants, eligible training providers, participants and the general public
3. The best way to calculate cost per participant

Finally, Ms. Kelly thanked the staff and Board for the opportunity to present her findings and most recent updates and encouraged everyone to “plan well!”

Administrator van der Spuy provided several updates on activities and new initiatives that have taken place since the last board meeting. The following information is a summary of the activities that have taken place since the last Board meeting in March 2015. One of the major highlights was the release of QSAPs and the NPRMs following the last meeting – this information was shared with Board members and framed the conversation around WIOA which aligned with that of the Board. Additional updates included:

- The Board provided mechanisms to the local boards to designate the local workforce development areas to maintain their current structure through the request by the local board and open public comment
- Through the Focus Groups, system stakeholders and partners have been engaged with information, planning and discussion around intent of WIOA and the law’s implementation in Tennessee
- Partner and relationship development has been a pivotal goal and primary focus during the Focus Group meetings

Additional action steps included the following:

1. Engage the Stakeholders
2. Document the action steps
3. Continue to participate in national webinars and discussions with other states
4. Respond to NPRMs
5. Focus groups around QSAPs (State and Local Governance, Partnerships/One Stop Design/One Stop Delivery and Youth)
6. Conduct 1<sup>st</sup> Focus Group Meeting
7. Use polling data and SWOT analysis
8. Inside Workforce Development Summit included the following major topics:
  - a. Communication
  - b. Workforce One-Touch
  - c. Workforce Subcabinet
  - d. Governor’s Drive to 55

- e. WIOA success, role of the LWIAs at AJCs, and partner program information
  - f. LMI data
  - g. Polling/QSAP data
9. Conduct 2<sup>nd</sup> Focus Group Meeting
  10. Ongoing engagement includes Pathways, Workforce 360, the P-20 system, System training, THEC master plan, Work based learning, and DEI

The next steps for this process will include conducting the third Focus Group Meeting on July 15-16, 2015 and look into conducting Regional Asset Mapping across the state. Finally, at the next Board meeting (September 10-11, 2015) the following items will be discussed:

- Strategy will be transition to solutions, enhancements, on-going capacity and resource assessments and building
- Monitoring
- Auditing
- Strategic Plan
- Able Bodied Adults Without Dependents expanding to all 13 LWIAs
- Veteran's program
- RESEA
- Deploy Check In Stations

### **Work Group Reports:**

The following partners discussed the impact of WIOA on their respective program and service areas in TDLWD:

#### State and Local Governance

Susie Bourque, Director of Policy and Special Projects, provided an overview of the Focus Group meeting regarding State and Local Governance. This meeting focused on three weaknesses identified in the SWOT Analysis developed in the first group meeting. From this discussion, lack of clarity and guidance and rule making, however, since the issuance of the Federal guidance has provided adequate information to proceed with new policy development and revision for WIOA implementation. The second weakness is the lack of coordination and continuation of readiness – this challenge has been overcome with the conversing of all partners at the Focus Group meetings and sharing of existing resources across departments. The final weakness is local board membership and the difficulty to identify a registered apprenticeship member and their representation on the local board and state board. Recommendations for improvement and success concerning this weakness are welcomed.

#### One-Stop Design Service Delivery and Design

Assistance Administrator Deniece Thomas provided an overview of the Focus Group meeting regarding One Stop Design Service Delivery and Design. This meeting focused on the ideal design for a One-Stop Service Design that begins with the successful end in mind. Most weaknesses identified concerned the lack of consistency and official guidance. She also discussed the necessity for a Chartering and Certification policy for the One-Stops to describe a provide a consistent stream of services to all participants, regardless of background. Additionally, the group discussed partnerships for leveraging resources and providing a holistic

approach to servicing participants. The major strengths that the group agreed are important to continue is the focus on data and business focus when delivering services and developing new strategies. AS more information is received, the Board will be involved in the development of new policies and revision of existing policies.

### Youth

Briana Johnson, Youth Services Program Manager, provided information from the Focus Group regarding WIOA changes and the Youth Program. One of the major areas of focus is providing consistent state definitions for eligibility requirements and service delivery. Additional policy changes and guidance will also be required. New recruitment strategies are necessary to provide adequate services to the increased number of out of school youth who must be served as well as the in-school youth who are engaged in the system. These populations must also account for youth with disabilities, those who are ex-offenders and high school dropouts, to name a few. To account for these changes, performance measures and their implications will be assess and adjusted to accurately reflect the implications of WIOA implementation. Finally, the necessity for employer education and engagement is paramount when the Board and the department think about increasing industry and business involvement. By providing the up-to-date information, adequate training and robust partnership, the department hopes for businesses to gain more confidence and contact with youth intimately being involved in their respective workforce.

### **Notice of Proposed Rule Making Review:**

Assistant Administrator Dan Holton and Director of Policy and Planning, Susie Bourque, presented a summary from the state and local responses received in regards to the Notice of Public Rule Making (NPRM). All responses were reviewed and organized for submission to NASWA and NGA for USDOL's consideration. These combined responses varied but largely focused on local boards, local governance, the one-stop system, performance accountability, and the youth program.

In addition to the comments submitted, staff also provided more detailed guidance on how the state will fully move through implementation of WIOA. The Top Ten areas for implementation are as follows: Combined/Unified State Plan, Quick Start Action Planning, State Workforce Development Board, Local Area and Regional Designation, Local Board, One-Stop System, Funding Requirement, Performance Accountability System, and Regional Planning. Each of these areas will be directly addressed and implemented by the appropriate staff and partner agencies to assure adherence to the Opportunity Act.

### **Committee Reports:**

#### Continuous Improvement Committee

Pat Bleecker, Continuous Improvement Liaison, Ivan Greenfield, and James Roberson were staff members in attendance; Warren Logan (Acting Chair), Jerry Bush, Nicole Austin were committee members in attendance. Chairman Logan and Pat Bleecker discussed the process for the awarding of the 2014 Jim Alford Award which is being presented later in this program.

Chairman Logan and Pat Bleecker reviewed the 2014 – 2015 Regional Workforce Services Employee of the Year Awards process and procedures. This nomination process will be sent out to all the American Job Centers Partners. The Operations Committee will review nominations and select the three regional winners. Awards will be presented at the December 2015 State Workforce Development meeting.

Ivan Greenfield and James Roberson made a presentation on Formula Funds (FF) Allocations – PY15 funding to Local Workforce Development Areas, Rapid Response, Statewide (Program & Admin).

Betty Johnson made a motion to approve the Local Incentive Awards as recommended. Sandra Woods seconded the motion. **Motion Passed.**

#### Operations Committee

The Continuous Improvement Committee met with Vice Chair, Greg Persinger presiding over the meeting in Yolanda Shields absence. Two major items were reviewed: the Third Quarter Report (2014) and the Local Incentive Awards. The Third Quarter Report was essentially presented for their knowledge of the actual (and most recent) performance outcomes.

An explanation of the Local Incentive Awards for PY2013 was provided and included how the funds are to be used. A brief discussion around Part A and B awards gave details on how the awards are based on local area performance while Part C is an unpredictable part of the incentive awards that is rarely received. Two LWIAs (3 and 13) did not receive any Incentive Awards and no LWIA qualified for Part C.

A vote was required to grant the stated Incentive Awards (as listed in the chart) to the LWIAs in the total amount of \$325,000.

#### Policy and Planning Committees

The Policy and Planning Committees met jointly with Ann Hatcher presiding over the meeting. There were two policies presented for review; Workforce Services Policy #20 – Membership Composition of Local Workforce Development Boards, and Workforce Services Policy #21 – Initial Designation of Local Workforce Development Areas.

Discussion on Policy 20 was minimal and included one change being made under Conflict of Interest section. Stuart Price made a motion to approve Policy 20 as recommended with the necessary changes. Lottie Ryans seconded the motion. **Motion Passed.**

Discussion on Policy 21 was minimal and only included a few formatting changes. Sandra Woods made a motion to approve Policy 21 with the recommended changes. Arthur Cate seconded the motion. **Motion Passed.**

#### **Jim Alford Award**

Warren Logan, Chair of the Operations Committee, gave an overview Jim Alford' successes and is awarded to the company that demonstrates the best Incumbent Worker Program. This year's

award was presented to Ceco Door in Milan, TN. LWIA 12 Executive Director, Margaret Prater, made the presentation.

One major highlight was Ceco Door partnerships with the LWIA for their Pathways Manufacturing Days to highlight the training and importance of the manufacturing industry. In regards to the dislocated worker grant, Ceco Door made the decision to incorporate a six month leadership edge training program for the leaders who recently moved into leadership position but were lacking necessary skills. This program included an in-depth assessment of each leader and six month training sessions around various leadership styles, techniques and topics. Christy Mercer, Ceco Door representative, accepted the award and thanked the department for their vital support of career advancement and training at her company.

**Closing Remarks:**

Commissioner Burns Phillips shared comments from Governor Haslam regarding changes to the Board as a result of WIOA implementation; this will affect Board membership and functions. Additionally, he mentioned the value of the Governor’s sub-cabinet meetings that have facilitated increased conversation and sharing of resources between all state departments and agencies. This results in more effective resource sharing and mapping and improved service delivery. Finally, the Governor’s focus on technology is important to the State’s business and the incorporation of Workforce One-Touch will be an asset to the growth and efficiency of TDWLD’s services and partnerships with other departments.

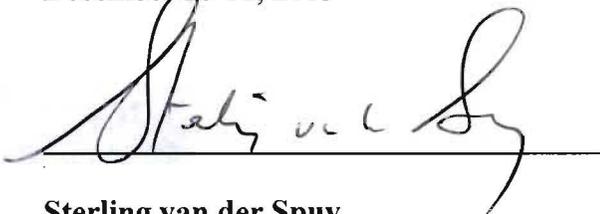
Chairman Ravener thanked the board for its time and energy. With no further business, the meeting was adjourned by Chairman Ravener.

Meeting adjourned at 11:35am

**Future Dates:**

September 10-11, 2015  
December 10-11, 2015

Full Board Meeting  
Full Board Meeting



**Sterling van der Spuy  
Administrator**